

HORNBLOWER®
CRUISES & EVENTS

between the sea and the sky®

DISCIPLINARY ACTION FORM

Employee Name: Lenny Molina

Date of Notice: 7/5/19

Employee #: 4464

Department: Food & Beverage

Date of Hire: 3/25/19

Type of Violation

- ☒ Attendance
 ☐ Tardy/Early Quite
 ☐ Inappropriate Behavior
☒ Unsatisfactory Performance
 ☐ Insubordination
☐ Willful Damage to Company Property
 ☒ Violation of Company Policies/Procedures
☐ Other: _____

Description of Violation

Date of Incident: 7/4-7/5/19

Time of Incident: 10pm-4am

Description: Employee DID NOT conduct a proper walkthrough when closing their assigned vessel. LEAVING behind a tray of food & watermelon. See attached.

Employee Statement

- ☐ I agree with Employer's statement.
☐ I disagree with Employer's description of violation for these reasons: _____

Actions to be Taken

- ☒ Warning
 ☐ Probation
 ☐ Suspension
 ☐ Discharge
 ☐ Other: _____

Consequences should incident occur again: probation

I HAVE READ AND UNDERSTAND THIS EMPLOYEE WARNING NOTICE.

Lenny Molina
Employee Name (Print)

* [Signature]
Employee Signature

7/17/19
Date

[Signature]
Supervisor/Manager who Issued warning (Print)

[Signature]
Signature of Supervisor/manager

7/17/19
Date

Bryan Miranda
Human Resources Name (Print)

[Signature]
Human Resources Signature

7/19/19
Date

* My Signature does not represent agreement with the comments herein, merely acknowledgement that I received the warning.

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